

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Religious Activities Coordinator**

**Class Code: 70261**

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### **A. Purpose:**

Coordinates religious work by arranging for professional volunteers to serve the spiritual and religious needs of institutionalized patients, residents, inmates, and others.

### **B. Distinguishing Feature:**

The Religious Activities Coordinator arranges for volunteers to provide spiritual and religious activities for the patients, residents, inmates, and others.

The Chaplain is an ordained member of a religious denomination and performs religious and counseling work for patients, residents, inmates, and others.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Coordinates religious activities to provide additional religious activities for the clients.
  - a. Schedules activities for the clients.
  - b. Assigns work duties to volunteers.
2. Attends to clients' personal needs and treatment plans to provide guidance and moral support.
  - a. Counsels, visits, and writes letters for clients.
  - b. Leads group therapy and lecture sessions in the alcohol treatment program.
  - c. Consults with institutional staff on religious problems.
  - d. Performs the fifth step inventory for the chemically dependent patients.
    - i. Takes personal inventories from patients to obtain events that were caused by the individuals chemical dependent problems.
    - ii. Discusses the personal inventory with the patient to allow the patient to work through the healing process and make amends for their past actions.
3. Maintains records and reports for use in inmate status determinations and chapel budget requests.
4. Performs other work as assigned.

### **D. Reporting Relationships:**

Typically provides work direction to volunteers involved in providing religious activities to patients/clients.

### **E. Challenges and Problems:**

Challenges include coordinating and maintaining religious activities for all major faith groups within institutional and budgetary restraints due to the caseload and the varying religious service requests.

Problems facing the incumbent include answering religious demands from clients under the "fair and equal" doctrine of religious freedom and practice because it is not feasible to cater to all religious requests due to security, health, or budget restrictions imposed by the institution.

#### **F. Decision-making Authority:**

Decisions include the number and types of services; literature, films, and activities to be offered; the assigning of duties to subordinates; and the recruitment of volunteers.

Decisions referred include moneys available for a program, medical problems of a client, final approval of volunteers recruited, clearance for group tours and presentations, and approval for new activities or activities affecting security procedures.

#### **G. Contact with Others:**

Daily contact with clients and institutional staff; and weekly contact with volunteers, clients'/families, and other religious resource people.

#### **H. Working Conditions:**

The incumbent works within a state institution or correctional facility and is subject to verbal abuse and possible physical harm from potentially violent persons.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- spiritual needs and problems of institutionalized persons;
- theology, religious denominations and various religious practices;
- psychological, mental, social, and spiritual needs of persons involuntarily confined;

Ability to:

- direct and conduct activities that promote the spiritual development of patients, residents, inmates, and others;
- utilize initiative and judgment in developing and implementing a religious program in an institutional setting;
- conduct religious services and perform as an ordained religious person;
- supervise.